

**BY ORDER OF THE COMMANDER (AFMC)
HEADQUARTERS 377TH AIR BASE WING
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606**



KAFB INSTRUCTION 13-204

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Space, Missile, Command and Control

***AIRCRAFT AND FLIGHT LINE
EMERGENCIES***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 377 ABW/OT (TSgt Anselma F. O'Neil)

Certified by: 377 ABW/OT
(Lt Col Norman D. Norman, Jr.)

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This instruction implements AF Policy Directive 13-2, Air Traffic Control, Airspace and Range Management. It standardizes procedures for aircraft and flight line emergency information received via the primary or secondary alarm circuits.

SUMMARY OF REVISIONS

This revision changes the form to be used to record aircraft emergency information to AFMC Form 545, Operations Notification Record.

1. Terms.

1.1. Primary Alarm Circuit. A telephonic alarm circuit used to announce aircraft and flight line emergencies to the initial response elements. The Federal Aviation Administration (FAA) Air Traffic Control Tower (ATCT) controls activation and deactivation of this circuit.

1.2. Secondary Alarm Circuit . A telephonic alarm circuit used to announce aircraft and flight line emergencies to base support units. Activation of this circuit is controlled by Base Operations.

2. AFMC FORM 545, Operations Notification Record. The Aircraft Emergency Log portion of this form will be used by stations on the primary and secondary alarm circuits, as appropriate, to record aircraft emergency notifications. Information will be recorded verbatim.

3. Procedures. 3.1. Units on the primary and secondary circuits will stock and use AFMC Form 545 to record alarm circuit transmissions. (Exception: If higher headquarters' directives specify the use of different forms those forms will be used.) Keep copies of AFMC Form 545 near the circuit telephone.

3.2. Office chiefs will provide training on completing the form, as well as in communications discipline and etiquette to assigned personnel.

3.3. Base Operations will conduct daily communication checks over the alarm circuits to ensure familiarity with terminology and procedures.

BARBARA L. SAWYER, Capt, USAF
Chief, Base Information Management